



UNITED STATES DEPARTMENT OF EDUCATION
OFFICE OF SPECIAL EDUCATION AND REHABILITATIVE SERVICES

January 11, 2006

Dear Colleague:

It is that time of the year when recipients of U.S. Department of Education (ED) multi-year grants are asked to prepare and submit a report of their activities and performance in order to receive continued funding. For those in their first year of funding, the reported activities are only expected for the few months from the beginning of the grant to several weeks prior to the due date. For all others, the reporting period will be from the end of the previous annual performance report period to several weeks prior to the due date. The specific dates are detailed below.

Enclosed please find the forms and instructions for the ED Grant Performance Report (ED 524B). In accordance with the Education Department General Administrative Regulations (EDGAR), 34 CFR 75.253, recipients of multi-year discretionary grants must submit an annual performance report demonstrating that substantial progress has been made towards meeting the approved objectives of the project. In addition, discretionary grantees are required to report on their progress towards meeting the performance measures established for the ED grant program, as required, and any project-specific performance measures that were included in the grantees' approved grant applications.

The ED 524B reporting format is intended to assist grantees in quality reporting of financial and performance data and to facilitate the review and analysis of grantee data. Please read the instructions and forms for the ED 524B carefully before completing and submitting your annual performance report. The performance measures for the program have been approved within the Department, some are the same or similar to measures for which you have collected data in the past while others may be new to you. If you are able to provide quantitative data for the program measures, please do so. In some instances, due to the new measures and reporting forms, you may only be able to provide narrative data. If you have any questions about completing the forms, please do not hesitate to contact your ED project officer.

THE ED 524B FORM:

- The ED 524B consists of a five-page [form](#). All requested information must be reported in the appropriate section and page, according to the instructions.
- Your Business Office must complete all financial data, including budget expenditure data and indirect cost information. Please allow sufficient time for your Business Office to provide you with this information in order to meet the performance report due date.
- When reporting on quantitative performance measures, you are required to report on the targets (e.g. benchmarks or goals) that you established in your approved grant application for each budget period, as well as your actual performance data for the budget period. Quantitative performance measures data must be reported in a specific format in Section A of the Project Status Chart. Please read these instructions carefully. If you did not establish targets in your approved grant application, please provide detailed narrative information and a plan of how you will be able to provide this information in future grant performance reports. If you did not

establish targets in your approved grant application, but have established those targets after the award either in consultation with your project officer or by identifying how you planned to provide this information in your previous annual performance report, please provide the data accordingly.

- When reporting on your project objectives, each must now be aligned or associated with at least one of the program performance measures [see Section A of the Project Status Chart]. If you did not establish this alignment in your approved grant application or are having difficulty doing so in your performance report, please provide detailed narrative information indicating that you are making progress toward meeting your project objectives and present a plan of how you will be able to provide this alignment in future grant performance reports. Please note that when establishing this alignment between project objectives and performance measures, the Office of Special Education Programs (OSEP) neither expects you to redesign your approved grant application nor should you make changes to your approved objectives or scope of work.
- **For continuing Personnel Preparation grantees**, your annual performance report must be submitted to ED by **May 1, 2006**. The reporting period [see item 7 of the ED 524B Cover Sheet] for this report is from the date of your last continuation report through 30 days before the due date of this report.
- **For those grantees in their first budget period, please read carefully** the special instructions (included in the instructions for Section A of the Project Status Chart) regarding collecting and reporting baseline data for performance measures and establishing and reporting on targets for meeting their performance measures. The reporting period [see item 7 of the ED 524B Cover Sheet] for this report is from the start of your current budget period through 30 days before the due date of this report. Your annual performance report must be submitted to ED by **May 1, 2006**.
- The Personnel Preparation Program participates in e-Reports, ED's electronic performance reporting initiative. Although your participation with e-Reports is voluntary, you are strongly encouraged to complete and submit your ED 524B through this system available at <http://e-Grants.ed.gov>. Please note that the ED 524B was specifically designed to be completed and submitted electronically. For example, narrative text blocks, which may contain a large quantity of text, are expandable in e-Reports and basic grantee identifying information is pre-populated. Further, the electronic submission of data will facilitate aggregation and analysis of grantee data by ED. Please see the enclosed "**Using the ED 524B and Participating with e-Reports**" for information on getting started in e-Reports.

If you are submitting a paper copy of the ED 524B, please submit the original and one copy along with a diskette or CD containing a copy of your report to the following address:

Regular postal service:

U.S. Department of Education
Office of Special Education and Rehabilitative Services
Attn: Joyce Toye, Room PCP-5062
400 Maryland Avenue, SW
Washington, DC 20202-2550

Hand delivery or parcel service:

U.S. Department of Education
Attn: Joyce Toye, Mail Stop 2550
7100 Old Landover Road
Landover, MD 20785-1506

- All performance measures data must be reported in Section A of the Project Status Chart. Performance measures are to be categorized as PROGRAM or PROJECT measures in Section A, as appropriate.
- OSEP has organized its performance measures from both the Government Performance and Results Act (GPRA) and the program measures into one set of measures. On the form, please select **Program Measure** for all OSEP measures. You will also notice that some of the measures are designed to measure the entire program. You will only be addressing how your specific project contributes to that measure and OSEP will be responsible for any additional aggregation of data across projects.

The performance measures for the Personnel Preparation Program that you are required to report are:

- **Program Performance Measure #1:** Percentage of projects that incorporate scientifically- or evidence-based practices.
- **Program Performance Measure #2:** The percentage of scholars completing IDEA-funded training programs who are knowledgeable and skilled in scientifically- or evidence-based practices for infants, toddlers, children and youth with disabilities.
- **Program Performance Measure #3:** The percentage of low incidence positions that are filled by personnel who are fully qualified under IDEA.
- **Program Performance Measure #4:** The percentage of scholars who exit training programs prior to completion due to poor academic performance.

In addition, you are required to report on any project-specific performance measures that you established in your approved grant application. Traditionally, OSEP continuation reports have consisted primarily of reporting this type of project-specific measures.

- In item 11a of the ED 524B Cover Sheet, you must indicate whether complete data on performance measures for the current budget period is included with your performance report. Because your annual performance report is due before the end of your current budget period, complete performance measures data will not be available when you submit this report. Please report the available performance measures data for the current reporting period to date when you submit this report. OSEP will expect complete data to be submitted in the form as part of the final report that is submitted no later than 90 days following the end of the grant period.
- In item 11b, please indicate when the complete data will be available and submitted to ED (i.e. the date equal to 90 days following the end of the grant performance period).

Please do not hesitate to contact your project officer if you have any questions regarding the preparation and submission of your annual performance report or the requirements listed in the ED 524B form. Your project officer's name and contact information appears on your grant award document.

Sincerely,

A handwritten signature in cursive script that reads "Lou Danielson".

Louis C. Danielson, Ph.D.
Director
Research to Practice Division
Office of Special Education Programs

Enclosures: Instructions for Submitting e-Reports
 ED 524B Instructions
 ED 524B Form

Using the ED 524B and Participating with e-Reports

e-Reports allows grantees to electronically complete and submit their annual performance reports (ED 524B) via the Internet. Feedback from e-Reports' participants will allow the Department to modify the software for further implementation in FY 2006. While your participation is voluntary we strongly encourage you to take advantage of this unique opportunity. Please note that the most recent approved version of the ED 524B was specifically designed to facilitate electronic submission of data - for example, text blocks, which are limited on the paper copy form are expandable in e-Reports.

Outlined below are the steps to follow to electronically complete the Grant Performance Report Cover Sheet (ED Form 524-B), upload related narratives and submit the report via the Internet:

- Access the Department of Education's e-Grants portal page by using the following website: <http://e-Grants.ed.gov> <<http://e-grants.ed.gov/>>
- After reading the statement on the screen, click the "continue" button.
- Select e-Reports.
- Register/Log in
 - If this is your first time accessing e-Reports, click the "register" button to get a user name and password.
 - If you are the project director, you will need to add your name and grantee DUNS number as they appear on your last Grant Award Notification document. This will give you access to the appropriate Grant Performance Report.
 - If your name does not appear as the project director on your last Grant Award Notification, before proceeding you will need to contact your Education Program Contact (i.e., Project Officer). The telephone number for that person is included in Block 3 of your last Grant Award Notification.
 - If you already have a user name and password for e-Reports, use them to log in. If you have forgotten your username and/or password, click on the "I forgot my username/password" link and follow the on screen instructions.
- Review and update the information already completed for you on the ED Form 524-B.
- After submission of your report, print a copy of the completed Grant Performance Report Cover Sheet (ED 524B). Sign the form. Fax the signed form to Joyce Toye at 202-245-7635 within three business days after electronic submission of your Grant Performance Report.

If you have any problems while processing your grant performance report through e-Reports, a hotline staff is available to assist you. The hotline can be reached by calling the following toll free

number: (888)-336-8930 (TTY: 1-800-897-8402, local 202-401-8363). Hours of operation: 8am-6pm EST M-F.